

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Minutes of the DDA Log

FROM:

EXTENSION

NO.

Chief, Security Education Group
4E-21 Hdqs.

DATE

5 March 1980

TO: (Officer designation, room number, and building)

DATE

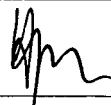
OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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5 March 1980

MEMORANDUM FOR: Acting Chief, Policy and Plans Group

FROM: (C)
Chief, Security Education Group

SUBJECT: Minutes for the DDA Log (U)

1. Security Education Group has been conducting a series of specifically tailored "Security Updates" for the Office of Economic Research, NFAC. The Director of OER has enthusiastically endorsed these sessions and has introduced the first two sessions which were presented to OER managers and supervisors. The sessions appear to be well received and have stimulated interesting questions and answer sessions. Approximately 200 employees have taken part and before the final session, all OER employees will have had the opportunity to get together with Office of Security. (U)

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2. The second presentation of the Designated Area Security Officers Course will be presented for three half days beginning the afternoon of 5 March 1980. The first presentation was designed to assist those NFAC, DDA and DCI area Designated Area Security Officers discharge their security responsibilities more effectively. This presentation is designed for those DDO employees who have added security responsibilities. Copies of the Designated Area Handbook will be distributed. About 20 Designated Area Security Officers have been invited. (U)

3. An abbreviated "Security Update" presentation has been organized for EA Division in DDO. The shortened sessions will highlight security in office routine and give some hints which will help to avoid the pitfalls of security violations during after hours work sessions when double checkers are unavailable. (U)

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